

# Town of Easton

## Board of Finance

### Budget Calendar 2017/2018

To: Town Departments

Subject: Budget Guide - Calendar 2017/2018

January 4 Issue budget forms and instructions to Departments

January 4– February 3 Departments:  
1) prepare budget requests  
2) review requests with the First Selectman

February 3 Departments: return signed forms to  
Director of Finance for summarization

March 3 Director of Finance returns all Departments'  
budget requests to the Board of Finance

March 7,8,9  
March 14,15,16  
(March 7 Also Reg.Mtg.) Board of Finance will analyze and  
investigate estimates and hold budget  
discussions with Department Heads,  
Boards and Commissions. Meetings to be  
held at **7:00 P.M.**

March 27 (Monday) Hold public hearing on budget  
SSES Cafetorium 7:00 p.m.

**March 28,29**  
**April 4,5,6,**  
April 4 also reg.mtg. **Revise budget requests and prepare**  
**final recommendations for preparation**  
**acceptance of budget document.**  
**Meetings at 7 p.m.**

April 14 Submit budget for the April 20, 2017 newspaper publication.

April 24 Annual Town Meeting - budget adoption (TENTATIVE)  
S.S.S. Cafetorium 7:00 p.m.

May 2 Referendum next day after Regional 9 Budget meeting of May 1

All meetings will be at the Senior Center – unless so noted above. (Subject to adjustment).